REVENUE DEPARTMENT.

CIRCULAR MEMORANDUM.

No. 3498-3506, *dated* 12—14*th September* 1907.

In accordance with the directions contained in para 2 of Government Proceedings No. Fl. 8288-97—L. R. 21-06-5, dated 3rd May 1907, the Revenue Commissioner issues the following instructions :—

1. In order to secure uniformity of practice in the sorting and arrangement of records of all the District and Taluk Offices, the Deputy Commissioners are requested to permit the Inspector of Sorting Records to summon all the taluk record-keepers or other officials employed in the sorting of taluk records as well as Taluk Sheristadars, as far as possible, to the District head-quarters and to explain to them the rules and the method of sorting the records. The officials so summoned will also be made to undertake the sorting of a bundle or two of the records in the head-quarter Taluk Office under his immediate supervision, to see whether they have rightly understood the principles. The officials concerned need not be away from their taluk for more than a week.

2. As the sorting and arrangement of records is very important and to a certain extent difficult and as the work both in the district and the taluks is likely to be heavy till all the old records are sorted and destroyed, it is very necessary that especially the present batch of officials should be intelligent and capable. It will therefore be the duty of the Inspector to test the competency of these officials and report to the Deputy Commissioner the names of incompetent and ineligible men, so that they may be replaced without delay.

3. Before the Inspector leaves a district, he will submit through the Deputy Commissioner a report of the work done by him at each head-quarters of the district, together with a statement containing the names of the Taluk Sheristadars, record-keepers, etc., who attended to receive his instructions, with remarks as to their qualifications for the work, and will also offer any remarks or suggestions which he may wish to make for the consideration of the Revenue Commissioner.

4. The Inspector will prepare a programme of his visit to the different districts for this purpose, and after approval by the Revenue Commissioner, intimate the same to the Deputy Commissioners of Districts in order that timely notice might be given for the attendance of the required officials at the District Kasaba. This preliminary instruction and training of the record-keepers in all the districts by the Inspector is expected to be completed in the course of about two months.

5. The record-keepers and their assistants should each keep a diary in the appended form according to the instructions given therein. The District Sheristadar, Amildar and Taluk Sheristadar should see that they are correctly maintained and forward a monthly extract of the same direct to the Inspector, who will return the same with his remarks through the Deputy Commissioner or Sub-Division Officer.

6. It is to be distinctly understood that the Taluk and District Sheristadars will be held primarily responsible for the proper supervision of the sorting work in the Taluk and District Offices respectively. The record-keepers should be made to submit in the form of a memo any difficulties or doubts which they may come across in sorting records and place it before their Sheristadars, who will note down their instructions thereon or refer the same to the Inspector for his instructions. These memos should be placed before the Inspector at the time of his next inspection for reference.

7. After the close of the preliminary instruction, the Inspector should begin the regular inspection of the records of every District, Sub-Division and Taluk Office and see whether the sorting work has been performed in accordance with the rules and instructions given from time to time and a fair and reasonable progress has been made in the work, and report the result of his inspections to the Revenue Commissioner through the Deputy Commissioners.

Diary of head record-keeper, assistant record-keeper or daftarband of the District or Taluk record-keeper or daftarband of District for the month of 190 .

Date	Hour at which work was begun	Hour at which work was closed	Number of references picked as per requisition	Number and nature of files sorted, registered or indexed	If any other work was done nature of it	Remarks
1	2	3	4	5	6	7
						Here enter any new daftars or files received into the record room for being preserved.

N. B.—(1) Every record-keeper, Assistant record-keeper and daftarband should maintain a book in the above form, enter therein the work done by him each day till the end of the month and then prepare an abstract of the same and submit it before the 5th of the month following to the Inspector through the Taluk Amildar or Sheristadar. The original should be maintained in the office for inspection.

(2) The District and Taluk Sheristadars should verify every week and certify in the diary that the work as detailed has been done and the same has been duly checked and found correct.

(3) The Treasury Assistant Commissioner and Amildar should also inspect the work done and sign the diary together with their remarks. These remarks should be extracted and sent to the Inspector with the monthly abstracts.

(4) Only figures are to be entered in columns 1, 2, 3 and 4. In columns 5 and 6, in stating the nature of the work done, no elaborate details need be given. It is enough to enter that so many files or village or survey accounts of such and such year falling under A or B group with sub-heads the writing up of the diary should not occupy more than ten minutes a day.

(5) The above form should be adopted from the month of October 1907.

The following Circular in the matter of forming village roads, approved by Government in their Proceedings No. 64-72—L. B. 180-06-5, dated 3rd July 1907, is issued for the information and guidance of officers concerned :—

Circular No. 3543-50, *dated* 15—17*th September* 1907.

The attention of Deputy Commissioners of Districts is invited to this office Circular No. 6815-22, dated 22nd March 1905, requesting them to devote a para in their Annual Administration Reports to the number of village roads opened every year.

2. The information supplied under this head by the Deputy Commissioners is yet very meagre ; and in the year 1904-05, the Deputy Commissioners of Bangalore, Tumkur, Mysore, Hassan and Kadur, and in the year 1905-06, the Deputy Commissioners of Bangalore, Hassan, Shimoga, Kadur and Chitaldrug did not supply the necessary information.

3. Constant complaints are being made by the members of the Representative Assembly, of the inconvenience caused to the people by the difficulty of communication between villages in rainy and cultivation season, and the Revenue Commissioner thinks that a great deal of work can be done every year, if only the local officers interest themselves personally in the matter and persuade the more well-to-do among the raiyat population to act in concert and to annually open a few roads and maintain them in good order. The success achieved will mostly depend on the sympathy and readiness to help which Amildars and Assistant Commissioners show whenever they see signs of a spirit for self-help and co-operation on the part of village population in matters of communal benefit.

4. As a first step in this direction, it is very necessary that the Amildars and the Deputy Amildars should be instructed to open a register in the accompanying form of roads and tunnels required. The register should be revised and added to from time to time and information should be given in the Jamabandi reports of each taluk, of the number of roads required for each taluk, the number and mileage of roads repaired and newly constructed, the number of tunnels required, the amount contributed by the District Boards and the interest taken in the work by the Amildar.

5. The Deputy Commissioners of Districts are also requested to devote their personal attention to the matter and examine the said registers during their tours and give full information of results achieved in their annual Administration Reports from the year 1907-08.

Form of Register of village roads to be kept in taluks, annual abstract of the same being sent to the Deputy Commissioner's office on 1st August of every year : —

1. Names of hobli and hobli shekdar.
2. Names of village and village patel.
3. Description of roads repaired during the previous official year (from what place to what place.)
4. Length of roads thus repaired and probable cost.
5. Description of new roads urgently needed.
6. Length of such roads and probable cost.
7. Description of roads newly constructed during the year.
8. Length of roads thus newly constructed and estimated cost.
9. Number of tunnels required for roads and cost thereof.
10. Amount, if any, contributed by Government or District Board for the construction of tunnels during the year.
11. Amount actually spent during the year for the construction of tunnels.
12. Remarks. (Here mention the names of officials and non-officials who took an interest in the work and achieved good results.)

Form of statement to be sent to the Revenue Commissioner with the Administration Report :—

1. Taluk.
2. Total length of village roads repaired during the year and estimated cost.
3. Number of villages in which the roads were repaired.
4. Total length of new roads urgently needed, and probable cost.
5. Total length of new roads constructed during the year and estimated cost.
6. Number of villages in which the roads were newly constructed.
7. Total number of new tunnels required for village roads in the whole taluk and the probable cost thereof.
8. Total amount, if any, contributed by Government or the District Boards for the construction of tunnels during the year.
9. Amount actually spent during the year for the construction of tunnels.
10. Remarks. (Here mention the names of officials and non-officials who took an interest in the work and achieved good results.)

A. RANGASWAMI IYENGAR,
Revenue Commissioner.

FOREST DEPARTMENT.

Notification No. 2820, *dated* 14—16*th September* 1907.

The following subordinates are declared to have passed the Departmental Test in the subjects noted against their names :—

Order of merit	*Name*	*Official designation*	*Subjects passed.*
1.	... H. Hanumantha Rao	... Accountant, District Forest Office, Mysore.	Departmental Code Account and Rules.
2.	... B. Narasimiengar, B.A.	... Ranger, Shimoga.	
3.	... Desikachar	... Clerk, District Forest Office, Shimoga.	

M. MUTHANNA,
Conservator of Forests in Mysore.